

**PARD's Recommended Mitigation Chart  
for ACWP Projects on Parkland**

27-Nov-07

<b>Mitigation</b>		
<b>Project Name</b>	<b>Duration of the project</b>	<b>Grand Total Owed for Mitigation</b>
Travis Heights	3 months	\$26,277
Metz Recreation Site	8 months	\$28,824 or the site improvements recommended by PARD
N. Dawson Park	3 months	\$58,731
38 <sup>th</sup> @ Red River	6 months	\$25,725
Shoal Creek (Near Pease Park)	7 months	\$100,000
Raul Alvarez Disc Golf Course Site	7 months	\$83,583 or the site improvements recommended by PARD
Evergreen Cemetery Site	4 months	\$9,696
<b>TOTAL:</b>		<b>\$332,836</b>

**Waller Creek Feedback**  
**Jeb Boyt, Park users**  
**November 14, 2007**

1. As a heavily urbanized watershed, it is difficult for Waller Creek to be truly natural. Still, the creek should reflect the natural environment while encouraging pedestrian and bicycle travel along the creek and adjacent surface streets in combination with retail and other uses. But, it should not be an artificial, "Disneyfied" version of a natural creek.
2. Entertainment can be compatible with residential uses. As we increase residential uses, we should maintain the current character of the Red River entertainment district. As entertainment, office, and residential uses exist or are in development along the creek, retail uses should be provided for.
3. The balance between Waller Creek as a destination versus a linear corridor, or neighborhood, will likely need to be determined for each planning segment, if not on a block-by-block basis.
4. The redevelopment of Waller Creek should be an attraction for people who are already living in or visiting Austin.
5. A unified corridor would be the best definition for Waller Creek, one that linked restaurants, shops, and public spaces with a trail that runs from the lake north, through the University, to Speedway. Building upon the existing Red River entertainment district would be a good start.
6. Waller Creek's "personality" should be a mix of the urban/commercial with the natural, emphasized with its connection of Waterloo Park to the lake. Waller Creek should also compliment the development of the Second Street Corridor, which runs from Waller Creek to Seaholm.
7. The best public benefit for the project would be a fiscally sound project that results in a vibrant neighborhood corridor with a mix of uses.
8. I would not want to visit a crowded, commercial tourist destination that was filled with chain restaurants and stores that I could visit anywhere.
9. Given the extremely low use of the existing lake amphitheater at Fiesta Gardens, I'm not sure of the merits of this proposal. In addition, the citizens have recently been very clear and direct in their preference for a natural lakeshore.
10. The current design is okay. It should, however, have a low profile as seen from the park or Red River.

11. I do not have a set opinion on the streamflow. The flow should not be so fast that it would contribute to erosion along the creek. The flow should be dependent on our decisions as to the uses along the creek.
12. Ranking of features in order of priority:
  - i. Trail
  - ii. Child Play Features
  - iii. Park Improvements
  - iv. Art in Public Places
  - v. Historic Restoration of Heritage Development



**TO: Department Directors and Staff Liaisons**

**FROM: Bert Lumbreras, Assistant City Manager**

**DATE: 12/20/2007**

**SUBJECT: Boards and Commission Ordinance Implementation**

On November 29, 2007, Council adopted the new ordinance pertaining to the boards and commissions system. If you would like to see this ordinance, it can be found at <http://www.cityofaustin.org/edims/search.cfm>.

There are a number of deadlines included in the ordinance and I know many of you are concerned about them. We will work closely with your department to assist you with all the changes.

The first thing that needs to be done is to ensure that an executive level staff person is assigned to each board. This person will be the liaison to the board and will be up to him/her to get administrative staff to assist as needed. That person will be the contact for all future correspondence concerning implementation of the ordinance.

The ordinance mandates every board adopt a standard set of bylaws by January 23, 2008. I am extending that date until February 28, 2008 to give your board time to take action. A template for those bylaws is attached.

Online staff training should be completed by the end of February and all staff assigned to boards will be expected to complete the training within 60 days. Much of the content will be the same as the board member training but there is an additional section about roles and responsibilities of the staff.

There are a number of important changes and expectations with this new ordinance. Mandatory staff and board member training, election of interim officers, adoption of bylaws and compliance with the attendance policy are just some of the significant items. Attached for your review is a detailed checklist that is critical to the successful implementation of this ordinance. I need your assistance in making sure necessary changes are facilitated in a timely manner and your board or commission and department are compliant.



The City Clerk's Office will act as lead on the implementation process. Please contact Shirley Gentry with any concerns or questions. Shirley will provide the support you need as we get through the first stage of implementation and will keep me apprised on a regular basis.

If there are any questions, please contact my office at 974-6339 or the Office of the City Clerk at 974-2210.

Bert Lumbreras  
Assistant City Manager

Cc: Toby Hammett Futrell, City Manager  
Shirley Gentry, City Clerk

## Working Checklist:

### Staff Liaison and Support: Complete by January 15, 2008

1. Ensure an executive level staff person is assigned to each board. This person will be the liaison to the board and may appoint administrative staff to assist. On the board website (<http://www.ci.austin.tx.us/boards/search.cfm>), the name of the liaison will be shown as well as the administrative staff so citizens know who to contact for more information. Please provide this information to Candy Parham Hinkle, Boards and Commissions Coordinator, by **January 15, 2008**.

Staff Liaison \_\_\_\_\_

Administrative Support \_\_\_\_\_

### Adoption of Standard Bylaws: Complete by February 29, 2008

2. Each board is supposed to adopt a standard set of bylaws. Staff is expected to prepare the bylaws by following the instructions (in italics). Send a copy to each board member and put an item on your next agenda to approve the bylaws. Once approved, a signed copy should be sent to the City Clerk's Office. Failure to comply could result in a review by the Audit and Finance Committee about the board's future. Council intends to create a transparent board system by standardizing the way boards conduct their meetings. However, Council recognized that a "one size fits all" approach might not work so they built in a procedure for altering the bylaws to fit your board's particular needs. If your board feels they must have a change, they can submit their request to the Audit and Finance Committee for approval at a later date. Those requests should be sent to Steve Morgan in the City Auditor's Office since they are the liaison to the Audit and Finance Committee (AFC). Only when you have been notified of approval by the AFC can the revisions be incorporated in the bylaws. If your bylaws are amended, send a revised copy to the City Clerk's Office.

Date of Meeting to Adopt Bylaws \_\_\_\_\_

Any Changes \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

### Staff Training: Complete 90 days after Training is Available

3. Online staff training should be completed by the end of February and all staff assigned to boards will be expected to complete the training within 60 days. Much of the content will be the same as the board member training but there is an additional section about roles and responsibilities of the staff.

Staff assigned to take training \_\_\_\_\_

Date training completed \_\_\_\_\_

### **Election of Officers: Complete After Bylaws are Adopted**

4. Boards are expected to conduct an election of interim officers at the first regular meeting after the bylaws are adopted. These officers shall serve until August when they will have their first annual election prescribed in the bylaws. Notify the City Clerks Office of who got elected so the website can be kept updated

**Date of Election**\_\_\_\_\_

**Officers Elected**\_\_\_\_\_

\_\_\_\_\_

### **Attendance Records: Immediately**

5. It has come to our attention that there is a process occurring among City departments that negates our attendance policy. If a board member says that they will be absent, for reasons other than serious injury or illness, and their absence causes the meeting to be cancelled for lack of a quorum, then the board member must be given an unexcused absence. Some of the support staff were never aware to count "cancelled" meetings among the regularly scheduled meetings. If through some type of correspondence, a board member gives notice that they will not be attending a meeting; staff would need to get clarification to determine if the absence is excused or unexcused. Every time a board member says they cannot attend, the absence must be recorded, whether a meeting is cancelled or not. It is important that accurate attendance records be maintained and that staff notify the City Clerk's Office if a member misses three meetings in a row and violates the attendance policy. Because of the decrease in the size of the boards, it will be more important than ever that members regularly attend the meetings. Excused absences are allowed if it is due to the illness or injury of the board member and if communicated to staff prior to the start of the following meeting. Otherwise, it is an unexcused absence. Please report attendance problems as soon as they occur.

**Note:** This document should not be considered a final set of items to complete. This checklist will continue to grow as implementation progresses. If there are any questions, please contact Shirley Gentry at 974-2210.



TEMPLATE FOR STANDARD CITY BOARD BYLAWS  
*(Instructions for completion of the bylaws are contained in italicized parentheses.  
Delete the parentheses from final version.)*

**BYLAWS OF THE**  
**Parks and Recreation Board**  
*(Board Name)*

**ARTICLE 1. NAME.**

The name of the board is **Parks and Recreation Board** *(board name)*.

**ARTICLE 2. PURPOSE AND DUTIES.**

The purpose of the board is to **advise the Austin City Council and City Manager on matters pertaining to the acquisition, development, sound management, maintenance and use of parks, recreational facilities and leisure services owned or controlled by the City of Austin.**

**ARTICLE 3. MEMBERSHIP.**

- (A) The board is composed of seven members appointed by the city council.
- (B) A member serves at the pleasure of the city council.
- (C) Board members serve for a term of three years beginning August 1<sup>st</sup> on the year of appointment.
- (D) An individual board member may not act in an official capacity except through the action of the board.
- (E) A board member who is absent for three consecutive regular meetings or one-third of all regular meetings in a twelve month time period automatically vacates the member's position. This does not apply to an absence due to illness or injury if the member notifies the staff liaison of the reason for the absence no later than the next meeting of the board.
- (F) At each meeting, each board member shall sign an attendance sheet which indicates that the member does not have a conflict of interest with any item on that agenda, or identifies each agenda item on which the member has a conflict of interest. If a member has a conflict of interest, the member shall file a conflict of interest statement with the staff liaison before the meeting begins and recuse himself or herself from discussing or voting on that item.



- (G) A member who seeks to resign from the board shall submit a written resignation to the chair of the board, the staff liaison, or the city clerk's office. If possible, the resignation should allow for a thirty day notice so the city council can appoint a replacement.

#### **ARTICLE 4. OFFICERS.**

- (A) The officers of the board shall consist of a chair and a vice-chair.
- (B) Officers shall be elected annually by a majority vote of the board at the first regular meeting after August 1<sup>st</sup>.
- (C) The term of office shall be one year, beginning **August** and ending **August of the following year**. An officer may continue to serve until a successor is elected. An officer may be reelected for not more than one additional one-year term. *(The beginning and ending dates are determined by the meeting schedule in Article 7, Meetings.)*
- (D) A member may not hold more than one office at a time.

#### **ARTICLE 5. DUTIES OF OFFICERS.**

- (A) The chair shall preside at board meetings, appoint all committees, and represent the board at ceremonial functions.
- (B) In the absence of the chair, the vice-chair shall perform all duties of the chair.

#### **ARTICLE 6. AGENDAS.**

- (A) Two or more board members may place an item on the agenda by oral or written request to the staff liaison at least five days before the meeting.
- (B) The staff liaison shall prepare and distribute the agenda to the board members not less than 72 hours before the meeting.
- (C) Posting of the agenda must comply with Texas Government Code Chapter 551 (Texas Open Meetings Act).

#### **ARTICLE 7. MEETINGS.**

- (A) The board meetings shall comply with Texas Government Code Chapter 551 (Texas Open Meetings Act).
- (B) Board meetings shall be governed by Robert's Rules of Order.

- (C) The board may not conduct a closed meeting without the approval of the city attorney.
- (D) The regular meeting of the board shall be held on the *fourth Tuesday of each month* at *6:00 p.m. at the City Hall, 301 W. 2<sup>nd</sup> Street, in the Boards and Commissions Conference Room*, unless otherwise determined by the board. If the regular meeting day is a holiday, the meeting will be held on the *previous Tuesday, a week prior to the regular meeting*.
- (E) The chair may call a special meeting, and the chair shall call a special meeting if requested by three or more members. The call shall state the purpose of the meeting. A notice of a special meeting must be in writing and sent to all members at least three days before the meeting.
- (F) Four members constitute a quorum.
- (G) If a quorum for a meeting does not convene within one-half hour of the posted time for the meeting, then the meeting may not be held.
- (H) To be effective, a board action must be adopted by affirmative vote of not less than the four members.
- (I) The chair has the same voting privilege as any other member.
- (J) The board shall allow citizens to address the board on agenda items and during a period of time set aside for citizen communications. The chair may limit a speaker to three minutes.
- (K) The staff liaison shall prepare the board minutes. The minutes of each board meeting must include the vote of each member on each item before the board and indicate whether a member is absent or failed to vote on an item.
- (L) The *Tino Garcia* shall retain all official board documents. The documents are public records under Texas Local Government Code Chapter 552 (Texas Public Information Act).
- (M) The chair shall adjourn a meeting not later than 10 p.m., unless the board votes to continue the meeting.

## ARTICLE 8. COMMITTEES.

*Each committee should be named and their responsibilities described in this article.)*

- (A) The Board shall establish and maintain the following three standing committees:  
1) Programming; 2) Navigation and 3) Land and Facilities. The purpose of the Programming Committee is to advocate for departmental programs including but not



limited to the following: Recreation Centers, Senior Centers, Aquatics programs, Cultural Affairs programs and Environmental programs throughout the department.

The Navigation Committee shall consist members that are knowledgeable in navigational matters. This committee reviews docks and shoreline modifications on Lake Lady Bird, Lake Austin and Walter E. Long and comments on the navigational safety of a proposed development and the effect the development will have on the recreational and natural character of the Lake.

The Land and Facilities committee shall consist of members that serve in an advisory capacity to the full board on issues of future development of the public parks, playgrounds and recreational facilities and the general welfare of the public parks, playgrounds and recreational facilities.

- (B) Each committee shall consist of at least three board members appointed by the chair and a staff member appointed by the director of the **Parks and Recreation Department**. The staff member is an ex-officio, non-voting member of the committee.
- (C) The board chair shall appoint a committee member as the committee chair, with the member's consent. The board chair shall be an ex-officio, non-voting member of all standing committees.
- (D) Each standing committee shall meet on a regularly scheduled basis at least quarterly.
- (E) Each standing committee shall make an annual report to the board at the January board meeting.
- (F) The chair may, with the board's approval, appoint special committees. The chair shall provide board members with prior notice of intent to appoint a special committee.
- (G) Committee meetings must be posted in accordance with Texas Government Code Chapter 551 (Texas Open Meetings Act).

#### **ARTICLE 9. PARLIAMENTARY AUTHORITY.**

The rules contained in the current edition of Robert's Rules of Order shall govern the board in all cases to which they are applicable, except when inconsistent with these bylaws or with special rules of order which the board or city council may adopt.

#### **ARTICLE 10. AMENDMENT OF BYLAWS.**

A bylaw amendment is not effective unless approved by the Council Audit and Finance Committee.

**BYLAWS -**  
**THE AUSTIN PARKS AND RECREATION BOARD**  
AUSTIN, TEXAS

**ARTICLE I.**

Name

The name of this Board shall be the Austin Parks and Recreation Board of the City of Austin, Texas.

**ARTICLE II.**

Purpose

The purpose of this Board shall be to advise the Austin City Council and City Manager on matters pertaining to the acquisition, development, sound management, maintenance and use of parks, recreational facilities and leisure services owned or controlled by the City of Austin. The Board shall establish guidelines to govern its activities.

**ARTICLE III.**

Members

- Section 1    The Board shall be composed of nine members, appointed by the Austin City Council, two with Navigation expertise.
- Section 2    Any resident of the City of Austin known to be interested in public parks and public recreation and the proper use of the leisure time of the people of the City, shall be eligible for appointment to the Board.
- Section 3    Appointments shall be made in June of each year for a two-year period, with the Board members to assume their duties at the first regular meeting in June of each year. A term will expire June 1 of the second year thereafter. If the City Council does not make appointments in June for any reason, the Board Member may continue to fulfill that slot on the Board until the new appointment is made. Four members will be appointed in odd numbered years and five members in even numbered years.
- Section 4    Any member desiring to resign from the Board shall submit a letter of resignation to the Chairperson of the Board and to the Mayor and Council members. Vacancies on the Board will be filled by the City Council, with the appointee to serve for the remainder of the term for which the member was originally appointed.
- Section 5    The City Council may appoint members emeriti who, by their expertise in parks and recreation matters, shall serve to advise the Board. A member emeritus may participate in debate, but shall not have the right to vote or make or second motions.
- Section 6    A member who, except in the case of illness, misses three consecutive regular meetings or one-third of all regular meetings in a twelve-month period shall, by ordinance, be removed from the Board.

**ARTICLE IV.**

Officers

- Section 1    The officers of the Board shall be a Chairperson, Vice Chairperson and Secretary/



Parliamentarian.

- Section 2 The officers shall be elected by the Board at the first regular meeting two months after the annual appointment of members by the City Council to serve for a one-year period, or until their successors are elected. The term of office shall begin at the first regular meeting following election.
- Section 3 No member shall hold more than one office at a time.
- Section 4 The Chairperson shall serve to preside at meetings of the Board, and to represent the Board at ceremonial functions. For all other actions, the Chairperson must have the approval of a majority of the entire Board in order to act.
- Section 5 The Vice Chairperson shall serve to preside at meetings of the Board, when the Chairperson is absent, and to represent the Board at ceremonial functions when asked by the Chairperson. For all other actions, the Vice Chairperson must have the approval of a majority of the entire Board in order to act.
- Section 6 The Secretary/Parliamentarian shall serve to preside at meetings of the Board, when both the Chairperson and Vice Chairperson are absent, and to maintain the order of meetings as described in Robert's Rules of Order.
- Section 7 The Chairperson may cast a vote on any issue that comes before the Board.

#### **ARTICLE V**

##### **Meetings**

- Section 1 The regular meeting of the Board shall be held on the fourth Tuesday night of each month, unless otherwise determined by the Board. Additional information meetings for Board Members may be scheduled by the Chairperson, but these meetings are not considered regular meetings for attendance purposes and no business will be conducted. The evening meetings shall have a time limit of 11 p.m.
- Section 2 The first regular meeting before the annual report is due to City Council shall be known as the annual meeting, and shall be for the purpose of reviewing the annual report and for any other business that may arise.
- Section 3 Special meetings may be called by the Chairperson, and shall be called upon a written request from three members of the Board delivered to the Chairperson and the Staff Liaison. The purpose of the meeting shall be stated in the call. Except in cases of emergency, at least three days notice shall be given for a special meeting.
- Section 4 A majority of the current voting membership of the Board shall constitute a quorum.
- Section 5 The deadline for submission of proposed agenda items is 5 days prior to the meeting.
- Section 6 Citizen Communication is limited to the first 10 speakers who sign up. This does not pertain to items under Items for Action.
- Section 7 The Board shall adopt procedures by which significant items shall be brought to the full Board before being referred to a committee.

#### **ARTICLE VI**

##### **Committees**

- Section 1 The Board shall establish and maintain the following three standing committees:  
1) Navigation; 2) Programming; and 3) Land and Facilities.
- Section 2 Each standing committee shall consist of at least three members of the Board appointed by the Chairperson, and a Parks and Recreation Department staff member appointed by the Director. This staff member is an ex officio and non-voting member of the committee.
- Section 3 The Chairperson of the entire Board shall appoint the Chairperson of each committee from among the members of that committee with the member's consent.
- Section 4 Each standing committee will meet on a regularly scheduled basis at least once a month.
- Section 5 Each standing committee shall be required to make a formal annual report to the Board at the annual Board retreat. The committee's annual report will included but not be limited to short and long-term planning, progress under CIP funding and the effects of programming on the operating budget.
- Section 6 Each committee may review proposals made by members of the Board, Parks and Recreation Department staff and private citizens regarding the respective areas of responsibility, prior to their presentation to the Board.
- Section 7 Recommendations may include the following components before submission to the Board for its consideration and approval:
- A Develop short and long range plans for major areas within Board jurisdiction.
  - B. Document relevant citizen input, from inception through each developmental stage of the proposal.
  - C. Presentation should be organized in such a manner that related materials are clearly defined. Historical precedents, when applicable, should be explained carefully. It is possible for some items to be presented by the Board as a consent package, or as separate items for the Board agenda.
  - D. Review by Parks and Recreation Department staff.
  - E. Minority reports may be submitted by any Board member.
- Section 8 In addition to the standing committees, special committees shall be appointed by the Chairperson on approval of the Board, from time-to-time, as necessary to carry out the work of the Board.
- Prior notice of intent to make such appointment shall be provided to all board members.
- Section 9 The Chairperson shall be an ex-officio, non-voting member of all committees.

## **ARTICLE VII**

### **Parliamentary Authority**

The rules contained in the current addition of Robert's Rules of Order, Newly Revised, shall govern the Board in all cases to which they are applicable, except when inconsistent with these bylaws or with special rules of order which the Board or City Council may adopt.

**ARTICLE VIII**  
**Amendment of Bylaws**

These bylaws can be amended at any regular meeting of the Board by a two-thirds vote of the members present, if a quorum is present, provided that the amendment has been submitted in writing at the previous regular meeting.

Revised and Adopted by Parks and Recreation Board on \_\_\_\_\_.  
Date

Revised by the Parks Board, November 23, 2006.

**Board Procedures**

1. PARD staff will contact the Board Chair no later than one week before a regular meeting to discuss significant items that may be brought to the Parks Board for briefing, discussion, recommendation and action.
2. The Chair will place significant items on the agenda for a briefing at the regular meeting or may refer items directly to the committee.
3. After the briefing, the Chair and/or Board will refer the significant items to the proper committee, or create a special committee to consider the significant item.
4. The committee will consider the significant items and may make a recommendation to the full Board.

The board procedures were adopted by the Parks Board on November 23, 2006

## CHANGES TO THE BOARD SYSTEM

Prior to the ordinance adoption	After the ordinance adoption
No standard <b>size</b> for boards but generally there were nine members.	<p>Except where required by federal, state, charter or interlocal agreements, boards will now have 7 members. To achieve the reduction, the following will occur</p> <ul style="list-style-type: none"> <li>• Vacant consensus positions are eliminated and the size of the board is reduced accordingly</li> <li>• When a Council Member's position becomes vacant, they may choose to select one of the consensus members or find a new person.</li> <li>• All excess positions (those not matched to a Council office) terms will expire on 7/31/08.</li> </ul>
Many board members were <b>consensus members</b> either serving on an all consensus board or serving on a board where there were 7 Council appointees and two consensus members.	All consensus appointees will eventually be eliminated. For the average board, each Council office will have one nominee. For boards smaller than 7, the Mayor will make all the nominations and the Council will do the appointments. For boards larger than 7, each Council member may have 2 or 3 nominees and the Mayor will have all the rest. All consensus members have been assigned to a Council office.
Different boards had different <b>quorums</b> .	For all boards, a majority of the total number of <b>authorized</b> board members will be the quorum.
No requirements about proceeding with a meeting if a <b>quorum</b> was not present.	If a quorum is not present within 30 minutes of the posted start of the meeting, the meeting may not be held.
While <b>annual reports</b> were required from most of the boards, there was no consequence for failure to file. There was no board review process being used.	Now the Audit and Finance Committee (AFC) will determine which boards have to conduct an annual review. The review process calls for citizen and staff input. It requires the board to self analyze their work as it relates to their mission statement. These reports will be submitted to the AFC. If they determine the board has problems and, if so, will instruct the City Auditor to complete an audit of the board. Failure to comply with this annual reporting requirement will be reported to the Audit and Finance Committee who will make a recommendation to Council on any changes needed to the board. Once the Audit and Finance



	Committee determines which boards are required to do a review, a template for the report will be provided. The report is due for completion in the first quarter of the year.
No <b>term limits</b> for board members	Starting with the passage of the ordinance, board members may only serve 9 consecutive years on the same board.
Length of <b>terms</b> varied from 2, 3 or 4 years.	All terms are now tied to Council terms so are three years in length except where mandated by State, Federal or Charter provisions.
No <b>application</b> for membership on a board was required.	Board members must submit a written application to be considered.
Board members had to take an <b>oath of office</b> prior to beginning his/her service.	The must file: oath of office, statement saying they have received and will comply with the City's ethics and personal responsibility guidelines and a statement saying they agree to complete the mandatory training.
No mandatory <b>training</b> .	3.5 hours of online mandatory training. It will be developed by the end of February and sitting board members have until the end of April to finish the training. New board members have to complete the training within 90 days. All have to complete the refresher training annually. Failure to complete the training results in an automatic vacancy.
Some board members had to file a <b>financial statement</b> (long form) annually; some had to file a short form annually; some had to file twice a year and others did not have to file at all. While the ordinance said they could not continue to serve if they did not file their statements, only 25% filed and there were no consequences for failure to file.	11 boards or 77 members have to file one form annually. They will get one notice and one follow-up reminder. Failure to file will result in automatic vacation of their position. These boards were selected because they deal with land development, city contracts, grants or housing contracts and it was felt they have the highest risk of having a conflict of interest. If future boards are created that have similar mission statements, they will be added to the list of those required to serve.
<b>Attendance policy</b> said board members who missed 1/3 of the meetings or 3 meetings in a row were ineligible to continue serving. There were no consequences for poor attendance.	If a member violates the attendance policy, the nominating Council member will be notified and must replace the person within 30 days or there is an automatic vacancy. The citizen will be advised they have violated the attendance policy but the Council Member has no choice but to replace them. All attendance tracking will begin in January 2008.

Chair would determine if the board member had an “excused” <b>absence</b> based on unknown criteria.	Staff member will determine if the member has an “excused” absence due to a serious personal injury or illness.
Board members whose <b>terms expired</b> continued to serve indefinitely.	Board members whose terms expire can continue to serve in a hold-over capacity for only 60 days while the Council Member decides if they want to reappoint the person or find a replacement. If no appointment is made, the position is automatically vacant.
No standard <b>conflict of interest</b> procedure was in place.	At every meeting, board members will sign an attendance sheet that reminds members of the City’s policies on conflict of interest and recusal. They are required to declare if they have conflict on any agenda item and not engage in conversation about the item.
There was no correlation to a board member’s term and the <b>Council Member’s term</b> who nominated them. There was a variety of expiration dates.	Each board members term will ultimately be tied to a Council Member’s term. If a Council Member is re-elected, they either reappoint their board members or can find new ones. Newly elected can nominate the previous Council Member’s people or find new ones. Expiration date is July 31 giving the newly elected Council 30 days to fill the positions.
No standard <b>minimum number of meetings</b> for boards.	Each board must meet quarterly, at least. If they do not meet for six months, the Audit and Finance Committee will be advised and they will make a recommendation to Council about the future of the board.
<b>Citizen communication</b> at board meetings was not required.	Each board must have a spot on their agenda for citizen communication on items that may not be on the posted agenda.
<b>Agendas</b> were set in a variety of ways and were done by the chair or staff liaison.	Board members will follow a similar process to the Council. That is, two members must make a request to the staff liaison to put an item on the agenda.
<b>Posting of agendas on the web</b> was not required.	All agendas must be posted on the bulletin board and on the City’s website. An agenda template will be provided so there is a “City feel” to all agendas.
<b>Written minutes</b> were not required. Liaisons could record the meeting in lieu of preparing minutes. Sometimes board members did the minutes; sometimes staff did them.	Written minutes are required and will be prepared by staff. A minute template will be provided and action minutes (motion, second and vote) are required.

Code was silent on the creation of <b>committees</b> within the board. Committees were not clear if they were covered by the Open Meetings Act. Committees had members not appointed by Council.	Committees are allowed but all members must be appointed by Council. All committees must comply with the Open Meetings Act. Committee structure is defined in the bylaws. Standing committees must meet quarterly.
There was no requirement for having <b>bylaws</b> .	Bylaws are mandated. A template will be provided by the staff. Boards have until February 28, 2008 to adopt their bylaws. If they want to vary from the standard bylaws, any changes have to be approved by the Audit and Finance Committee. The goal is to have the boards conduct business in a unified manner.
<b>Duties and responsibilities</b> of the board were defined.	The duties and responsibilities remain intact. No changes were made.
No process for accepting <b>resignations</b> from board members.	Bylaws call for resignations to be done in writing.
No standard process for <b>election</b> of officers. No standard time of the year for the elections. No rules about officers holding multiple positions at the same time.	Bylaws call for annual elections at the first meeting in August of every year. Officer terms shall be for one year with a two term limit. No person can hold more than one office at a time. Interim elections are to be held after the bylaws are approved with the officers to serve until next August. .
<b>Chairs</b> could serve for as long as the board was willing to elect them chair.	Chair may not serve for more than two consecutive years.
<b>Adjournment time</b> was not set.	If the board wants to continue their meeting past 10 p.m., they must take a vote to do so.
Boards were <b>named</b> boards, commissions, committees, task forces, consortium, authority, agency, etc.	Temporary bodies will be called Task Forces and will have a deadline for completion of their work. Permanent bodies will be called boards when new ones are created. Current ones are allowed to retain their names. A board will be considered permanent if it has a life of more than 3 years.
Many boards had <b>specific qualifications</b> for serving on their board. On the Airport Board, for example, one member had to be a pilot.	Those specifications are directory only and not mandatory except where required by State, Federal or Charter provisions. This is an attempt to reduce the 36% vacancy rate.
There was no <b>deadline</b> for boards to act on items referred to them.	If the board does not have a recommendation within 90 days, the City Manager can proceed to take the item to Council without a board recommendation.
<b>Assignment of staff</b> was not consistent.	City Manager is required to appoint a liaison to each board (an executive in the department) who then appoints administrative staff to assist them.

**ORDINANCE NO. 20071129-011**

**AN ORDINANCE AMENDING THE CITY CODE TO REPEAL AND REPLACE CHAPTER 2-1 RELATING TO BOARDS AND COMMISSIONS; AMENDING SECTIONS 2-7-71 AND 2-7-72 OF THE CITY CODE RELATING TO FINANCIAL DISCLOSURE BY BOARD MEMBERS; REPEALING SECTION 2-8-22 OF THE CITY CODE RELATING TO BOARD WORK PLANS, SECTION 2-8-23 OF THE CITY CODE RELATING TO THE POLICY PLANNING AND BUDGET COMMITTEE, AND SECTION 2-10-35 RELATING TO THE DOWNTOWN AUSTIN COMMUNITY COURT ADVISORY COMMITTEE; AND PROVIDING ADMINISTRATIVE TRANSITION PROVISIONS RELATING TO BOARDS.**

**BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF AUSTIN:**

**PART 1.** The council finds that:

- (A) The City's volunteer boards and commissions improve the value of governance in the City by providing increased citizen input in the regulatory process.
- (B) The council appointed a Boards and Commissions Process Review Task Force, which submitted a report suggesting a number of changes to the City's use of and procedures for boards and commissions.
- (C) The current board and commission process is not uniform, which creates problems of consistency in how individual boards operate, including bylaw provisions, meeting frequency, naming, and quorum.
- (D) A nomination and appointment procedure that allows a board member's service to run concurrently with the term of the councilmember making the nomination would further the public's interest in having newly elected council members impact the City's regulatory process quickly.

**PART 2.** The City Code is amended to repeal and replace Chapter 2-1 to read:



## **CHAPTER 2-1. CITY BOARDS.**

### **ARTICLE 1. GENERAL PROVISIONS.**

#### **Division 1. Administrative Provisions.**

##### **§ 2-1-1 APPLICABILITY; CONFLICTS.**

- (A) This article applies to all boards described in Article 2 (*Boards*) and the board members.
- (B) The council may require a task force or a task force member to comply with this chapter. Otherwise, this chapter does not apply to a task force or task force member.
- (C) Federal law, state law, the City Charter, and other City Code provisions supersede this chapter to the extent of conflict.
- (D) A specific provision in Article 2 (*Boards*) controls over a general provision in Article 1 (*General Provisions*).

##### **§ 2-1-2 DEFINITIONS.**

- (A) BOARD means a permanent advisory or decision-making body described in Article 2 (*Boards*) and includes a commission, committee, council, or agency.
- (B) BOARD MEMBER includes an alternate member.
- (C) TASK FORCE means a non-codified temporary advisory body established by resolution or ordinance for a specific purpose that expires upon the completion of its assigned task or according to a specified deadline.

##### **§ 2-1-3 BOARDS ESTABLISHED.**

- (A) Each board described in Article 2 (*Boards*) is established or continued in existence by the city council as an advisory or decision-making body to perform specified duties.
- (B) A board established by the city council that is to be in existence for more than three years should be included in this chapter.
- (C) The city clerk shall maintain a list of all boards, task forces, and other city-related bodies that are not included in this chapter and to which the council or mayor appoints one or more members.

**§ 2-1-4 SIZE AND APPOINTMENT.**

- (A) Except as otherwise provided in Article 2 (*Boards*), a board consists of seven members appointed by the city council.
- (B) For a board with seven or more members, each council member shall nominate one board member to serve on the board, and the mayor shall nominate the other board members.
- (C) For a board with fewer than seven members, the mayor shall nominate the board members.
- (D) All appointments of board members are subject to approval by a majority vote of council.

**§ 2-1-5 COMPOSITION AND MEMBERSHIP QUALIFICATIONS.**

Except as otherwise required by federal or state law, the City Charter, or this chapter, the board composition and membership qualifications contained in this chapter are directory and not mandatory.

**§ 2-1-6 QUORUM AND ACTION.**

- (A) A majority of the total number of authorized board members constitutes a quorum for the conduct of business. For a seven member board, four board members constitute a quorum.
- (B) A board action must be adopted by an affirmative vote of the number of members necessary to provide a quorum. For a seven member board, a board action must be adopted by an affirmative vote of four board members.

**§ 2-1-7 STAFF SUPPORT.**

- (A) The city manager shall designate a City department to provide staff support for each board, including a staff member to serve as board liaison for the department and the board.
- (B) The city clerk shall assist each board and task force in complying with Government Code Chapter 551 (*Open Meetings Act*), including the posting of meeting notices.

**§ 2-1-8 COUNCIL AUDIT AND FINANCE COMMITTEE.**

- (A) The Council Audit and Finance Committee shall:

- (1) annually designate the boards that are required to conduct a review and prepare a review report and work plan in accordance with Section 2-1-46 (*Annual Review, Review Report, And Work Plan*);
  - (2) review each designated board's review report and work plan;
  - (3) make recommendations to the council on the continued need for and role of each board;
  - (4) review and approve or disapprove a board's requested amendment to the City's standard board bylaws;
  - (5) receive notice of a board's failure to convene for a period of six months and make a recommendation to council on the continued existence or dissolution of the board; and
  - (6) make recommendations to council on other issues related to City-related boards.
- (B) The committee may review a board audited by the city auditor.
- (1) The committee's review shall include:
    - (a) a written or oral presentation by the chair of the board related to:
      - (i) the mission, goals, and objectives of the board;
      - (ii) the board's performance during the review period; and
      - (iii) the findings by the city auditor; and
    - (b) written or oral public comment on a board's operation and performance during the review period.
  - (2) The committee shall make a recommendation to council on whether to continue, modify, or dissolve the board.

## **Division 2. Member Requirements.**

### **§ 2-1-21 ELIGIBILITY REQUIREMENTS AND REMOVAL.**

- (A) A board member is appointed by and serves at the pleasure of the city council.
- (B) A person must be a resident of the City to be eligible for appointment to a City board, unless an exception to the residency requirement is created by federal or state law, the City Charter, or a City ordinance.

- (C) A person who is registered or is required to register as a lobbyist under Chapter 4-8 (*Regulation of Lobbyists*) or who is employed by a person registered or required to register under that chapter is not eligible to serve on a board until the expiration of three years after the date that the person ceases to be registered, required to be registered, or employed by a person registered or required to register.
- (D) A board member whose years of service exceed the limitation prescribed by Section 2-1-22 (*Membership Term And Limitation*) is not eligible for reappointment.
- (E) A person must file a written application with the city clerk to be eligible for appointment to a City board.
- (F) After a person is appointed to a board, the person is not eligible to begin service until the person has signed a written acknowledgment stating that the person:
  - (1) has taken the oath of office;
  - (2) has received a copy of and agreed to comply with the City's ethics and personal responsibility guidelines; and
  - (3) has agreed to complete the training required by Section 2-1-23 (*Training*).
- (G) To maintain eligibility, a board member must:
  - (1) complete the initial and annual refresher board courses required by Section 2-1-23 (*Training*);
  - (2) comply with Section 2-7-72 (*Public Financial Statements*), if applicable; and
  - (3) comply with the attendance requirements of Section 2-1-26 (*Attendance Requirements And Automatic Vacation*).
- (H) A person may not serve on more than one City-established board simultaneously, except as a representative of another board or as required by federal or state law or City ordinance or resolution.
- (I) Except as provided in Subsection (H), a board member whose term has expired continues to serve in a hold-over capacity until the earlier of the date a successor is appointed to fill the position or the 60<sup>th</sup> day after the term expiration date.



- (J) A board member who becomes ineligible to serve under this chapter or federal or state regulation may not continue to serve even though a successor has not been appointed.
- (K) A board member may be removed at any time by an affirmative vote of the majority of the council.

**§ 2-1-22 MEMBERSHIP TERM AND LIMITATION.**

- (A) A board member is appointed for a term of three years beginning August 1<sup>st</sup>. The term of office for a board member runs concurrently with the term of office for the city council member who appoints the member.
- (B) Except as provided in Subsection (C), a board member may serve not longer than nine consecutive years on the same board. Service before December 10, 2007 is excluded in determining the number of years served.
- (C) A board member who has served nine years on the same board is not eligible for reappointment to a board until the expiration of two years after the last date of the member's service on the board.

**§ 2-1-23 TRAINING.**

- (A) A board member must comply with the training requirements of this section to maintain eligibility to serve on the board.
- (B) Each board member must complete a board course developed by City staff not later than the 90<sup>th</sup> day after the date of the member's appointment. The training shall include:
  - (1) a review of a board member's personal and ethical responsibilities;
  - (2) the role of council and staff and the council-manager form of government;
  - (3) the role of an advisory boards in making recommendations and advising council;
  - (4) board procedures, including attendance and quorum;
  - (5) the City's business planning process;
  - (6) Government Code Chapter 551 (*Open Meetings Act*), Robert's Rules of Order, and Americans with Disabilities Act requirements; and
  - (7) conflict resolution.

- (C) After the initial training, each board member must annually complete a refresher course developed by City staff.

**§ 2-1-24 CONFLICT OF INTEREST AND RECUSAL.**

- (A) This section is cumulative of Chapter 2-7 (*Ethics And Financial Disclosure*) and Local Government Code Chapter 171 (*Regulation Of Conflicts Of Interest Of Officers Of Municipalities, Counties, And Certain Other Local Governments*). Under this section a board member has a conflict of interest if the City Code or another law prohibits the board member from taking action on a vote or decision before the board.
- (B) At each meeting, a board member shall sign an attendance sheet and shall indicate:
- (1) that the board member has no conflict of interest related to any item on the agenda; or
  - (2) the number of an agenda item for which the board member has a conflict of interest.
- (C) A board member with a conflict of interest shall:
- (1) file a conflict of interest statement with the staff liaison before a meeting begins or, if the member arrives after the meeting has begun, upon the member's arrival;
  - (2) recuse himself or herself from any discussion or deliberation on the agenda item creating the conflict of interest; and
  - (3) leave the meeting room during any discussion, deliberation, or action on the agenda item creating the conflict of interest.
- (D) A board member with a conflict of interest may not address the board or an individual member of the board on any issue relating to the agenda item creating the conflict of interest.
- (E) A board member may not address the board or an individual member of the board as an advocate for any person.
- (F) The Ethics Review Commission shall prescribe forms for this section.
- (G) Chapter 2-7, Article 3 (*Violation: Complaint And Hearing Procedures*) applies to this section, and a sworn complaint alleging a violation may be filed under the procedures of that article. If the Ethics Review Commission determines that

a violation of this section has occurred, it shall follow the procedure required by Section 2-7-47 (*Prosecution*).

**§ 2-1-25 PUBLIC FINANCIAL STATEMENTS.**

- (A) A board member who does not file a public financial statement required by Section 2-7-72 (*Public Financial Statements*) is ineligible to serve and automatically vacates the member's position.
- (B) The city clerk shall notify the nominating council member if a board member's failure to file public financial statements creates an automatic vacancy that requires a new appointment.

**§ 2-1-26 ATTENDANCE REQUIREMENTS AND AUTOMATIC VACATION.**

- (A) Except as provided in Subsection (B), a board member automatically vacates the member's position if the member is absent for three consecutive regular meetings or one-third of all regular meetings in a 12-month period.
- (B) Subsection (A) does not apply to an absence due to the board member's illness or injury if the member notifies the staff liaison of the reason for the absence not later than the date of the next regular meeting of the board.
- (C) The City department assigned to provide staff support to a board shall keep attendance records and notify the city clerk if a board member fails to comply with attendance requirements.
- (D) The city clerk shall notify the nominating council member if a board member's attendance record creates an automatic vacancy that requires a new appointment.
- (E) An automatic vacation of a board position under this section is effective on the earlier of the date a successor is appointed to fill the position or the 30<sup>th</sup> day after the notification under Subsection (D).

**Division 3. Board Requirements.**

**§ 2-1-41 BOARD AUTHORITY AND ACTION.**

- (A) Each board serves only in an advisory capacity to the city council, unless granted specific authority in Article 2 (*Boards*), another provision of the City Code, the City Charter, an ordinance, or state or federal law.
- (B) An individual board member may not act in an official capacity except through the action of a majority of the board.

- (C) A board must take action or make a recommendation to the city council not later than the 90<sup>th</sup> day after the city manager has referred an item to the board for review. If a board does not act timely as required under this subsection, the city manager may forward an item to the city council without a board recommendation.

**§ 2-1-42 OFFICERS AND COMMITTEES.**

- (A) Each board shall annually select from its membership a chair and any additional officers that the board finds appropriate.
- (B) A person may not serve as the chair of a board for more than two consecutive years.
- (C) A board may create a committee from its membership to aid the board in carrying out its purpose. A board may not designate or appoint a non-member to serve on a committee.
- (D) A meeting of a committee shall be posted under the Local Government Code Chapter 551 (*Open Meeting Act*).

**§ 2-1-43 MEETING REQUIREMENTS.**

- (A) Unless otherwise provided in this chapter, each board shall meet not less often than quarterly.
- (B) Each board shall comply with Government Code Chapter 551 (*Open Meetings Act*).
- (C) A board may not conduct a closed meeting without the approval of the city attorney.
- (D) Each board meeting agenda shall provide for citizen communication.
- (E) A board liaison shall transmit:
  - (1) a meeting agenda to the city clerk as required for posting under Government Code Chapter 551 (*Open Meetings Act*); and
  - (2) an electronic agenda to the Public Information Office for posting on the City's website.
- (F) The city clerk shall post each board meeting agenda and keep a record of postings for all board meetings.
- (G) Each board shall keep minutes of its meetings, which shall:



- (1) list the members in attendance;
- (2) state the subject of each deliberation;
- (3) indicate each vote, order, decision, or other action taken; and
- (4) be filed with the liaison department.

**§ 2-1-44 MEETING PROCEDURES.**

- (A) Board meetings are governed by Robert's Rules of Order and the board's bylaws.
- (B) Each board shall adopt the City's standard board bylaws. Not more than once a year, a board may adopt a revision to the standard bylaws or a rule that conflicts with Robert's Rules of Order. A bylaw or rule adoption or amendment is not effective unless approved by the Council Audit and Finance Committee.
- (C) A board meeting may not extend beyond 10:00 p.m., unless the board votes to continue.

**§ 2-1-45 FAILURE TO MEET.**

- (A) The City department assigned to provide staff support to a board shall notify the city clerk if the board fails to post notice of and conduct a meeting for a period of six months.
- (B) The city clerk shall send written notice to the Council Audit and Finance Committee of a board's failure to convene for a period of six months. The Council Audit and Finance Committee shall make a recommendation to council on whether to continue the board within 60 days of receiving notice under this subsection.

**§ 2-1-46 ANNUAL REVIEW, REVIEW REPORT, AND WORK PLAN.**

- (A) The Council Audit and Finance Committee shall designate boards that are required to conduct an annual review and prepare a review report and work plan. The committee should designate the boards not later than December 31<sup>st</sup> of each year.
- (B) A designated board shall conduct an annual review and prepare a review report and work plan during the first quarter of the year following the designation.
- (C) A board should conduct an annual review during a regular board meeting by:

- (1) assessing the board's actions during the previous year to determine whether the board complied with its mission; and
  - (2) soliciting and recording comments from the public and from staff.
- (D) A board's annual review report should include:
- (1) a summary of its activities for the previous year, including:
    - (a) the board's achievements during the preceding year;
    - (b) posted agenda for each board meeting;
    - (c) approved minutes for each meeting; and
    - (d) each resolution or written recommendation directed to the city council; and
  - (2) recommendations on whether:
    - (a) the board should continue operation or be dissolved;
    - (b) the board's functions should be modified, including the transfer of a function to another board; and
    - (c) the board's bylaws should be amended.
- (E) A board's annual work plan should include:
- (1) a mission statement;
  - (2) goals and objectives for the next plan year focused on long-range, strategic issues;
  - (3) proposed activities for the next year to achieve the boards goals and objectives; and
  - (4) administrative and staff support requirements.
- (F) A board shall submit a review report and work plan to the Council Audit and Finance Committee, the city clerk, and the City department assigned to support the board.

**§ 2-1-47      DISSOLUTION.**

- (A) The council may vote to dissolve a board at any time.



## **2006-2007 Annual Report and 2007-2008 Workplan for:**

**(Austin Parks and Recreation Department)**

### **PART I – Annual Report**

*For the Reporting Period October 1, 2006 through September 30, 2007*

#### **1. List the board's objectives and functions:**

To advise the Austin City Council and City Manager on matters pertaining to the acquisition, development, sound management, maintenance and use of parks, recreational facilities and leisure services owned or controlled by the City of Austin.

#### **2. State the ordinance, resolution or other authority establishing the board:**

Created February 8, 1934, City Code, Volume a, Chapter 24, Article II, section 24-3 amended 15, 1951, Ordinance No. 5590604-F, amended further by Ordinance No. 771013-0, Ordinance No. 780223-F and Ordinance No. 780223-G.

#### **3. Provide a brief summary of the work of the board during the past year:**

During the past year the Parks and Recreation Board's summary of reviews and recommendations were:

- (20) Navigational Issues (Boat Docks and Bulk Heads)
- (9) ACWP Wastewater Improvement Projects
- (2) Public Hearings
- (1) Recommendation for the Child Care Ordinance
- (2) Resolutions – Capitol View Corridor, Lions Golf Course
- (26) Briefings

**4. List the name, occupation, address and ethnicity of current members (enter below):**

<b>Name</b>	<b>Occupation</b>	<b>Address</b>	<b>Ethnicity</b>
<b>Linda Guerrero</b>	<b>Educational Consultant</b>	<b>3204 Fairfax Walk Austin, Tx (05)</b>	<b>HF</b>
<b>Jeb Boyt</b>	<b>Attorney</b>	<b>5423 Shoalwood Ave. Austin, Tx (56)</b>	<b>WM</b>
<b>Jeff Francell</b>	<b>National Audubon Society</b>	<b>2602 Rockingham Dr. Austin, Tx. (04)</b>	<b>WM</b>
<b>Clint Small</b>	<b>Business Owner</b>	<b>4209 Prickly Pear Austin, Tx. 931)</b>	<b>WM</b>
<b>Marilyn Bostick</b>	<b>Community Liaison</b>	<b>7920 San Felipe Blvd. Austin, Tx. (29)</b>	<b>BF</b>
<b>Hector Ortiz</b>	<b>Business owner</b>	<b>1810 Pompton Dr. Austin, Tx. (57)</b>	<b>HM</b>
<b>Danette Chimenti</b>	<b>Business Owner</b>	<b>200 The Circle Austin, Tx. (04)</b>	<b>WF</b>
<b>Mark Vane</b>	<b>Attorney</b>	<b>3612 S. 2<sup>nd</sup>. St. Austin, Tx. (04)</b>	<b>WM</b>
<b>Stephen Shang</b>	<b>Business Owner</b>	<b>4400 Switch Willo #20 Austin, Tx. (27)</b>	<b>API</b>
<b>Roberta Crenshaw</b>	<b>Park Board Emeritus</b>	<b>2515 El Greco Cove Austin, Tx. (03)</b>	<b>WF</b>

**5. Provide the attendance records of all members of the board (enter below):**

<b>Name</b>	<b>No. of meetings attended out of Total (Example: 12 out of 12)</b>
<b>Linda Guerrero</b>	<b>12 out of 12</b>
<b>Jeb Boyt</b>	<b>11 out of 12</b>
<b>Mark Vane</b>	<b>7 out of 12</b>
<b>Clint Small</b>	<b>10 out of 12</b>
<b>Danette Chimenti</b>	<b>12 out of 12</b>
<b>Marilyn Bostick</b>	<b>10 out of 12</b>
<b>Hector Ortiz</b>	<b>12 out of 12</b>
<b>Jeff Francell</b>	<b>11 out of 12</b>
<b>Stephen Shang</b>	<b>11 out of 11</b>

**\* Meetings reflect 12 documented meetings**



**6. Reference all reports and recommendations presented to the city council:**

- Make a recommendation to the Planning Commission and City Council on the Hyatt Regency Redevelopment Project – Oct. 06
- Make a recommendation to the Director of the Parks and Recreation Department concerning an ACWP Wastewater Improvement project along Barton Creek Greenbelt at SkyGlass Road – Oct. 06
- Make a recommendation to the Director of the Parks and Recreation Department concerning the Cesar Chavez Two-Way Conversion CIP – Oct. 06
- Make a recommendation to the Director of the Parks and Recreation Department concerning the Inter-Local Agreement between the City of Austin and the Lower Colorado River Authority regarding buoys and enhanced boater safety measures to be implemented at Tom Miller Dam – Oct. 06
- Consider approval of a two-slip Boat Dock and make a recommendation to the Director regarding bulkheading at 7901 Big View – Oct. 06
- Make a recommendation to the Director regarding bulkheading at 2607-I River Hills Road – Oct. 06
- Make a recommendation to the City Council regarding the Standards of Care for Children's Recreation Programs – Nov. 06
- Make a recommendation to the City Council regarding the proposal to upgrade Downtown Storm Water Infrastructure across Town Lake Tail – Nov. 06
- Make a recommendation to the Director regarding the Sand Beach Reserve design concept and the extension of the Pfluger Bridge on parkland. – Nov. 06
- Amend the Current Parks and Recreation Bylaws – Nov. 06
- Approve Parks and Recreation Department Board Procedures – Nov. 06
- The Parks and Recreation Department is seeking input through a public hearing on food concessions at Deep Eddy Pool – Dec. 06
- The Parks and Recreation Department is seeking input through a public hearing on food concessions at Krieg Softball Complex and Havens Ball Fields – Dec. 06
- Make a recommendation to the Director regarding the Sand Beach Reserve design concept and the extension of the Pfluger Bridge on parkland – Dec. 06
- Make a recommendation to the City Council regarding the Standards of Care for Children's Recreation Programs – Dec. 06
- Make a recommendation to the Director regarding the Austin Sunshine Camp master plan phase 1 – Dec. 06
- Make a recommendation to the Director on the revisions to the existing Parkland Dedication Ordinance - Dec. 06
- Make a recommendation to the Director regarding the construction of a two-slip boat dock and bulkheading at 4 Humbolt Lane – Dec. 06
- Make a recommendation to the Director regarding the construction of a two-slip boat dock and bulkheading at 62 Pascal – Dec. 06
- To approve the 2005-2006 Annual Report and 2006-07 Workplan for the Parks and Recreation Board – Jan. 07
- Make a recommendation to the Director and the Planning Commission on the Lakeshore District Planned Unit Development proposal – Jan. 07
- Make a recommendation to the Director regarding the Austin Music Hall variance request – Jan. 07

- Make a recommendation to the Director regarding Austin Clean Water Program's Wastewater Improvement – Jan. 07
- Make a recommendation to the Director regarding Star Riverside Project variance request – Jan. 07
- Make a recommendation to the Director regarding the proposed placement of public art along the Lance Armstrong Bikeway – Jan. 07
- Consideration and Possible Action on 222 and 300 East Riverside Drive Project variance request – Feb. 07
- Make a recommendation to the Director regarding the Austin Clean Water Program's Wastewater Improvement at Hancock Golf Course – Feb.07
- Make a recommendation to the Director regarding the Sand Beach Reserve Park Design concept on parkland – Feb. 07
- Make a recommendation to the City Council regarding the naming of the new Pavilion on Boggy Creek Greenbelt – Mar. 07
- Make a recommendation to the City Council regarding the Final Report produced by the Affordable Housing Incentives Task Force as it relates to exemptions to the Parkland Dedication Ordinance - Mar. 07
- Consider approving the serpentine bulkheading at 7909 and 7913 Big View Drive – Mar. 07
- Consider approval of the Haley Boat Dock at 8016 Big View Drive – Mar. 07
- Consider approval of a boat dock and silt removal on Turkey Creek Branch at 2449 Pearce Rd. – Mar. 07
- Consider approval of a site plan correction to boat dock location & elevations at 8300 Big View – Mar. 07
- Make a recommendation to the Director on safety and directional signs on Town Lake – Mar. 07
- Make a recommendation to the Director regarding the filling of 3 existing slips and cutting of 2 new slips – Apr. 07
- Consider approval of the Brian Bailey Homes Boat Dock – Apr. 07
- Consider approval of the Brian Bailey Homes Boat Dock, different case number – Apr. 07
- Consider approval of variance requests for the 222 and 300 East Riverside Drive Project – Apr. 07
- Approve a recommendation to the City Council on the amendment of the Parkland Dedication Ordinance - Apr. 07
- Make a recommendation to the City Council regarding the naming of Festival Beach along Town Lake – May 07
- No action items discussed, except for two briefings – Jun. 07
- Make a recommendation to the Design Commission regarding the Density Task Force recommendations – Jul. 07
- Approve a resolution regarding changes to the Capitol View Corridor that eliminates or degrades views from public parks – Jul. 07
- Consider approval of the Gary Smith Boat Dock Site Plan Correction – Jul. 07
- Consider approval of the Austin Country Club Marian Expansion – Jul. 07
- Make a recommendation to the Director regarding the Texas Rowing Center's Dock Expansion – Jul. 07
- Make a recommendation to the Director regarding a site plan including variance requests from the primary and secondary setbacks required in the South Shore Central Waterfront Overlay District – Aug. 07
- Make a recommendation to the Director regarding an ACWP Wastewater Improvement project requesting a staging area at Mary Dawson Park – Aug. 07

- Make a recommendation to the Director regarding an ACWP project, wastewater line improvement on parkland, near Nile Street along Boggy Creek at Rosewood and Pleasant Valley – Aug. 07
- Consider approval of the Gary Smith Boat Dock Site Correction Plan – Aug. 07
- Consider approval of the Wood Boat Dock – Aug. 07
- Make a recommendation to the Director regarding the Texas Rowing Center's dock expansion – Aug. 07
- Make a recommendation to the Director regarding the distance that the Threadgill dock may extend into Lake Austin without constituting a navigational hazard – Aug. 07
- Make a recommendation to the Director regarding the Sherriff Retaining Wall – Aug. 07
- Make a recommendation on the taking of 5.5 acres of parkland at John Trevino Park at Morrison Ranch for the expansion of FM 969 – Sep. 07
- Make a recommendation to the Board regarding the use and improvement of parkland at Zilker Park by the Zilker Lofts Project – Sep. 07
- Make a recommendation regarding an ACWP Wastewater Improvement Project for construction and staging area at the Norwood Tract – Sep. 07

**7. Number of meetings held by the board:**

Board Meetings – 12  
 Board Meeting Canceled - 0  
 Retreats – 1  
 Subcommittee meetings - 33

**8. Number of public hearings conducted by the board:**

Food concession Public Hearing at Krieg Softball Complex and Havens Ball Fields  
 Food concession Public Hearing at Deep Eddy Pool

**9. Amount of money, if any, expended in support of the board:**

City Staff - \$28491.00  
 Postage \$ 150.00  
 Supplies \$ 100.00 (manuals etc...)  
 Printing \$ 100.00

**Total \$28891.00**

**10. List city personnel who regularly assist the board and estimate time spent by each employee on board business (enter below):**

<b>Name (City Personnel)</b>	<b>Time Spent (In Hours)</b>
<b>Office of Director</b>	<b>294 hrs/yr.</b>
<b>Board Liaison</b>	<b>96 hrs/yr.</b>
<b>Division Manager- Planning, Design, Construction</b>	<b>72 hrs/yr</b>

<b>Board Liaison – Navigation subcommittee</b>	<b>72 hrs/yr</b>
<b>Board Liaison/Land/Facility Subcommittee</b>	<b>36 hrs.yr.</b>
<b>Board Liaison – Programs subcommittee</b>	<b>18 hrs/yr.</b>

- 11. Provide a summary of action taken to reduce the cost of city staff support during the previous year.**

**Parks Board meetings (including subcommittee meetings) are now held once a month instead of twice a month.**



## **PART II – Workplan**

*For the Projected Period October 1, 2007 through September 30, 2008*

- 1. List tasks or projects which the City Council assigned to the board and the estimated time for completion.**

None at this time

- 2. List any specific projects, studies or initiatives requiring staff assistance or budgeted resources which the board proposes to undertake during the coming calendar year, along with a justification for each.**

Specific Projects or Initiatives:

- Boards and Commissions Training
- Town Lake Park Naming
- Lake Austin Boating Study
- Marina Ordinance Revision
- Lake Austin Tour
- Three site visits on current projects